

**Tennessee Department of Agriculture
Voluntary Buyout Plan
Business Justification**

Agriculture Crime Unit

***I.* Executive Summary**

The Division of Administration Agricultural Crime Unit Section has chosen two (2) positions from the Agriculture Enforcement Officer job classification to participate in the Voluntary Buyout Program (VBP). There are ten (10) Agriculture Enforcement Officer positions statewide. Although each of these positions is located in a different county, we are placing no regional limitations. Therefore, two (2) persons in this classification may accept the VBP offer regardless of position location. The increased awareness of and emphasis on animal welfare at the local government level and limited animal health activities enables us to shift Agriculture Enforcement Officer responsibilities to other priority areas.

***II.* Business Justification and Assessment**

The decreased time spent on animal health issues enables the Agricultural Crime Unit to focus on wildfire arson investigation. The remaining eight (8) Agriculture Enforcement Officers can assume the arson related duties by concentrating on the more heavily forested areas of the state as directed by the Agriculture Enforcement Officer Supervisor and assisted by Division of Forestry personnel.

Fiscal Services

I. Executive Summary

The Division of Administration Fiscal Services Section has chosen one (1) position from the Administrative Services Assistant 3 job classification to participate in the Voluntary Buyout Program. The implementation of Edison will reduce job responsibilities in this area making this possible.

II. Business Justification and Assessment

The Administrative Services Assistant 3 positions will be strongly impacted with the implementation of Edison. Edison will automate many functions that are currently being performed manually. Other functions will become much more streamlined, reducing time needed to complete the tasks. Therefore, it is possible to reduce one (1) Administrative Services Assistant 3 position. The duties being performed by this position can be absorbed by spreading the responsibilities among the remaining Fiscal Office staff.

Fiscal Services (continued)

I. Executive Summary

The Division of Administration Fiscal Services Section has chosen one (1) position from the Administrative Services Assistant 2 job classification to participate in the Voluntary Buyout Program. The implementation of Edison will reduce job responsibilities in this area making this possible.

II. Business Justification and Assessment

The Administrative Services Assistant 2 positions will be strongly impacted with the implementation of Edison. Edison will automate many functions that are currently being performed manually. Other functions will become much more streamlined, reducing time needed to complete the tasks. Therefore, it is possible to reduce one (1) Administrative Services Assistant 2 position. The duties being performed by this position can be absorbed by spreading the responsibilities among the remaining Fiscal Office staff.

Water Resources Program

I. Executive Summary

We have identified the Water Resources Program within the Administration and Grants Division for participation in the Voluntary Buyout Program (VBP); specifically the job classification of Environmental Assistance Program Manager 1. **One (1) person in this classification may accept the VBP offer.**

The primary reason for the selection of this job class is that duties performed currently by the program administrator and the three managers can be redistributed and performed by the program administrator and two managers, without an interruption in services from the program.

II. Business Justification and Assessment

The Water Resources Program currently provides the following services:

Management of the 319 Nonpoint Source Grant Program
Management of the Agricultural Resources Conservation Fund (ARCF) Grant Program
Management of the Boll Weevil Eradication Program
Technical support services to the State Soil Conservation Committee and Soil Conservation Districts
Technical review of applications and oversight for Concentrated Animal Feeding Operation (CAFO) permits, in coordination with TDEC.

Duties pertaining to the Agricultural Resources Conservation Fund, the State Soil Conservation Committee, the 319 Nonpoint Source Program, and the CAFO program are somewhat constant year to year. The Boll Weevil Eradication Program is one to two years from moving into a maintenance phase of the program, resulting in a forecasted decline of job responsibilities in this area. The conclusion is that the managerial and supervisory responsibilities of the Water Resources Program can be distributed between the program administrator and two managers, without a decline in services.

Commodities

I. Executive Summary

The Division of Administration, Commodity Distribution Section, has chosen one (1) position from the Commodity Program Specialist classification to participate in the Voluntary Buyout Program (VBP).

A number of functions in the Commodity Distribution Section have been automated in recent years making this possible.

II. Business Justification and Assessment

The Commodity Distribution Section has responsibility for two USDA nutrition programs and currently has three (3) Commodity Program Specialist positions. USDA has automated the food ordering process and opportunities exist to automate other functions and re-organize duties in the coming fiscal year. Any duties associated with the one position participating in the Voluntary Buyout Program will be spread among remaining staff. As a result, we have decided that one (1) position from the Commodity Program Specialist classification will be included in the Voluntary Buyout Program.

I. Executive Summary

The Division of Regulatory Services has identified Animal Health Technician, Plant Inspector 2, Plant Inspector 3, Chemist 2, Microbiologist 2, Weights and Measures Inspector 1, Weights and Measures Inspector 2, Food and Dairy Regional Supervisor and Dairy Inspector 3 as classifications to participate in the Voluntary Buyout Program. The target is to reduce the Animal Health Technician and Chemist 2 positions by two positions each and to reduce Plant Inspector 2, Plant Inspector 3, Microbiologist 2, Weights and Measures Inspector 1, Weights and Measures Inspector 2, Food and Dairy Regional Supervisor positions by one position each.

II. Business Justification and Assessment

Given the necessity to reduce the number of full-time positions due to budget considerations, the duties of the following job classifications can be eliminated or reassigned with the least impact on requirements and services:

There are fourteen full-time Animal Health Technician positions statewide. Six of these positions have recently been reclassified from part-time to full-time. Seven positions are currently filled. The duties of two eliminated Animal Health Technician positions will be absorbed by reorganizing territories and spreading responsibilities among the remaining twelve positions.

There are seventeen full-time Plant Inspector 2 positions statewide. Four positions (23.5%) are in East Tennessee, eight (47%) are in Middle Tennessee, and five (29.5%) are in West Tennessee. However, nurseries and greenhouses are distributed as follows: East Tennessee - 31.5%, Middle Tennessee - 55.4%, and West Tennessee – 13.1%. The duties of a Plant Inspector 2 position in West Tennessee can best be absorbed by the remaining positions in that geographic area.

There are three full-time Plant Inspector 3 positions. These positions function as Area Supervisors in East, Middle, and West Tennessee. Nurseries and greenhouses are distributed as follows: East Tennessee - 31.5%, Middle Tennessee - 55.4%, and West Tennessee – 13.1%. The elimination of one position would require a redistribution of supervisory duties among two positions. Based on these figures and geographical travel considerations, this realignment of territory could most

Regulatory Services Division (continued)

economically be achieved by the elimination of either the Middle or West Tennessee position.

There are six (6) Chemist 2 positions, all located at Ellington Agricultural Center. The duties of two positions would be absorbed by the redistribution of some duties among the remaining four positions and the elimination of some current duties, described as follows: The Division may begin accepting sample results from other federally certified laboratories in order to meet federal requirements for the interstate shipment of dairy products in lieu of analyzing the samples within the TDA laboratory. The federally required frequency of analyses can be met without expending state resources. If necessary, a reduction in the number of non-required samples will be submitted to the laboratory for analysis.

There are thirteen (13) Microbiologist 2 positions, all located at Ellington Agricultural Center. The duties of one (1) position would be absorbed by the redistribution of some duties among the remaining twelve (12) positions and the elimination of some current duties, described as follows: Certain determinations will be performed only on clinical cases submitted. Voluntary programs such as Johnes will not be included in the analyses performed by the animal diagnostic laboratory. This will reduce the volume of samples submitted to the diagnostic laboratory.

There are currently eight (8) Weights and Measures Inspector 1 positions. Four (4) of these inspectors are responsible for testing bulk and LPG meters and the other four (4) are responsible for testing large capacity scales. One (1) meter inspector and one (1) large scale inspector are located in both East (2 total) and West Tennessee (2 total). Two (2) meter and two (2) large scale inspectors are located in Middle Tennessee (4 total). Based on the geographical location of the current inspectors, if the need arises to eliminate a Weights and Measures Inspector 1 position, we could most economically absorb and realign the duties of an inspector in Middle Tennessee among the remaining three inspectors.

There are currently seventeen (17) total Weights and Measures Inspector 2 positions. Six (6) are located in east TN, eight (8) are in middle TN, and three (3) are located in west TN. All of these inspectors are responsible for testing retail fuel dispensers, obtaining petroleum samples, testing small/medium capacity scales, insuring accurate net weight of commodities, and insuring accurate pricing of commodities. Based on the geographical location of the current inspectors, if the need arises to eliminate a Weights and Measures Inspector 2 position, we could most economically absorb and realign the duties of an inspector in Middle Tennessee among the remaining seven inspectors.

Regulatory Services Division (continued)

The Food & Dairy Section is currently staffed with four Food & Dairy Regional Supervisors that are responsible for the supervision of thirty Food & Dairy inspectors statewide. Two of the supervisors are located in the Middle Tennessee region. Three Regional Supervisors can absorb responsibility for the counties that are vacated by the loss of one position with the East, West and remaining Middle Regional Supervisor each absorbing a somewhat larger percentage. Other program areas within the Regulatory Services Division are currently managing field staff with no more than three regional supervisors. A Middle Tennessee position was geographically selected due to the logical ease in transferring counties and inspectors to the remaining supervisors, as opposed to the elimination of the same classification position in either the eastern or western regions of the state. Both the East Tennessee and West Tennessee Regional Supervisors are geographically located such that they can absorb additional counties without undue time and travel burdens.

The Food and Dairy Section has one remaining position classified in the Dairy Inspector job series, a Dairy Inspector 3. This job classification was established years ago as a supervisory class that also participates in the inspection of dairy and dairy product plants, and the inspection of Grade A dairy farms. Due to the significant decrease in the number of dairy farms statewide, and particularly in West Tennessee, this position no longer functions in a supervisory capacity. The position is located in Weakley County and does not inspect any dairy farms. There are also no dairy or dairy product plants in the territory assigned to the position. The employee in the position currently inspects Retail Food, Food Warehouse and Food Manufacturing facilities. These duties can be absorbed by the Food & Dairy Regional Supervisor and three Food & Dairy Inspector 2s in West Tennessee.

Market Development Division

I. Executive Summary

The Division of Market Development has identified Administrative Secretary, Agriculture Marketing Specialist 1, Agriculture Marketing Specialist 2 and Livestock Specialist as classifications to participate in the Voluntary Buyout Program. The Department is willing to accept one (1) person each from the following classifications in the Market Development Division: Administrative Secretary, Agriculture Marketing Specialist 1 and Agriculture Marketing Specialist 2. Four (4) persons in the Livestock Specialist classification positions statewide may accept the VBP offer.

II. Business Justification and Assessment

The Market Development Division currently has four Administrative Secretary positions. The duties of one Administrative Secretary position would be redistributed to the three remaining Administrative Secretary positions. Revised application forms and automatic program tracking will enable the professional marketing staff to perform functions previously performed by administrative support.

The Agriculture Marketing Specialist 1 position is responsible for market development of farmers markets and for the updates to the Market Development contribution to our Web site. These responsibilities are important to our organization but can be spread out among the remaining six Agriculture Marketing Specialist 2 positions.

One person in the Agriculture Marketing Specialist 2 position may accept the Voluntary Buyout offer. Our end goal would be to reassign the current workload among the remaining six positions but with an impact of losing our marketing program that focuses on processed foods. This program has a lower priority than marketing programs that have direct farm impact.

It is the intention of the Market Development Division to reorganize the Livestock Unit and reduce the number of Livestock Specialists from seven to three. Rather than attending each livestock market, the three Livestock Specialists will gather a statistical sampling of each grand region to determine livestock grades and prices. In West Tennessee, two livestock markets have closed in the last year. In addition, many livestock markets are contracting out the livestock grading function, reducing the need for livestock grading services by the State.

Division of Forestry

I. Executive Summary

We have identified Forestry Districts 1 and 2 for consolidation, and Forestry Districts 3 and 4 for consolidation. Each pair of districts is adjoining geographically. The consolidations will impact the administrative and management personnel in the affected district central offices and result in a greater number of counties being managed by the consolidated district. Currently, two other unaffected forestry district offices (District 5 and District 6) serve a greater number of counties than any of the four affected districts and we believe consolidation of the four affected districts will be possible with minimal impact to management or operation of the districts.

Forestry District Offices 1 and 2 currently have one of each of the following classifications: District Forester, Assistant District Forester, Fire Resources Coordinator, Administrative Assistant 1, and Secretary. Forestry District Offices 1 and 2 will consolidate to become one district. Therefore, one of the two persons in each classification may accept the Voluntary Buyout Program offer. Forestry District Offices 3 and 4 will consolidate to become one district in exactly the same manner.

We also have identified the Forestry Aide 1 (FA1) classification for participation in the Voluntary Buyout Program. This classification of thirty-one employees is primarily needed during fire season (October through May). We believe the classification may be reduced to a fewer number of full time employees with remaining FA1s being assisted by existing part-time Forestry Aide 1 positions during the traditional fire season. Each of the current six districts will accept two persons in the FA1 classification for the Voluntary Buyout Program.

II. Business Justification and Assessment

The consolidation of districts 1 and 2 and districts 3 and 4 is justified as follows and impacts all classifications in the consolidation process and will affect ten positions.

The current geographic distribution of counties served by forestry districts is as follows:

District 1 = 12 counties
District 2 = 12 counties
District 3 = 14 counties
District 4 = 14 counties
District 5 = 23 counties
District 6 = 20 counties

Division of Forestry (continued)

The proposed consolidation of districts 1 and 2 and districts 3 and 4 will result in a geographic distribution of counties as follows:

Proposed District 1 = 24 counties

Proposed District 2 = 25 counties

Proposed District 3 = 26 counties (added 3 counties from old districts 3 and 4)

Proposed District 4 = 20 counties

Managers in Districts 5 and 6 have administered between 20 and 23 counties for over twelve years. Although districts 5 and 6 cover a larger geographic area, the management and operations of those two districts has worked well over the past twelve years. We believe this same span of control can be obtained in this consolidation and will result in cost savings and better efficiencies. Each of the four final geographically determined districts will cover a physiographic region of the state: western coastal floodplains, eastern and western highland rims encompassing the central basin, Cumberland Plateau and Sequatchie Valley, and the eastern ridge and valley counties. Interstate highways are situated as such to make travel within these districts helpful, thus providing possible additional savings and efficiencies.

There will be a consolidation of operational functions within the new districts to include fire dispatching, training, all administrative functions, and all communication functions. This will involve some realignment of resources for dispatch and communications but we believe this can be accomplished with little additional expense.

The Forestry Aide 1 classification will be offered the Voluntary Buyout Program affecting twelve positions. The Forestry Aide 1 positions require the least amount of training, the least required experience, and the least required education requirements of any position in the division, but at the same time they are the least paid. For these reasons, we feel that if a reduction is needed in the division of forestry, then the function and responsibilities of these fire fighter positions can be shifted to other full time fire fighter positions in the division, and to other part time FA1 positions during the traditional fire season, without assuming a higher risk in our fire suppression program.

TDF Administrative Districts 5-23-08

D1
12 Counties

D2
12 Counties

D4
14 Counties

D3
14 Counties

D5
23 Counties

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